



THE CONSORTIUM
ACADEMY TRUST

Wolfreton
SCHOOL AND SIXTH FORM COLLEGE



Behaviour and Inclusion Officer

Information for Candidates



Wolfreton School and Sixth Form College
Well Lane
Willerby
East Riding of Yorkshire
HU10 6HB

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Dear Applicant

Thank you for your interest in our vacancy for a Behaviour and Inclusion Officer.

This is an exciting opportunity for an energetic and dynamic individual to join our support staff team. The successful candidate will support and encourage the school ethos, values and goals by successfully ensuring students uphold the highest standards of behaviour in the Isolation Room.

Wolfreton School and Sixth Form College is a large and forward-thinking school and a proud member of The Consortium Academy Trust (TCAT). We are a friendly and ambitious community and we recognise the impact of exceptional staff in further developing of our positive and engaged student body, to enable them to achieve their ambitions.

In 2016 we moved into our new single site, purpose-built school. With state-of-the-art facilities and a real commitment to the values encapsulated in our strapline, 'The Wolfreton Way – Excellence, Endeavour and Respect', the school is at an exciting stage of its development, continuing to move forward and take advantage of the many opportunities afforded to us through our people and our partnerships with others.

You will find information about the school, the role and the application process in this pack. Please visit our website www.wolfreton.co.uk for further information about Wolfreton School and Sixth Form College.

Yours faithfully

Susanne Kukuc
Headteacher

Our Vision and Values

At Wolfreton we are motivated by our Vision and Mission, that everyone is able to achieve their ambitions.

<h3>Our Vision</h3> <p>Igniting Fires, Expanding Horizons, Achieving Ambitions</p>	<h3>Our Mission</h3> <p>We aim to enable everyone to fulfil their potential, providing the foundations for them to excel in all that they do and to move forward, prepared to achieve their ambitions.</p>
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Our Values		
<h3>Excellence</h3> <p>We aim to INSPIRE – to be the best that we can be</p>	<h3>Endeavour</h3> <p>To promote the qualities of DETERMINATION and COURAGE</p>	<h3>Respect</h3> <p>We are firm advocates of FRIENDSHIP and EQUALITY</p>

Our Goals

Create	An inclusive caring environment that enables every student to enjoy learning and achieve their academic potential.
Prepare	Responsible young adults who value learning, helping them to make a positive contribution to society.
Develop	Self-confidence, motivation, aspiration and commitment in every student, celebrating all achievements.
Respect	Every young person's right to learn while encouraging them to stay safe, be healthy and enjoy equal opportunities.
Provide	All students with a broad and balanced curriculum, enabling them to develop and achieve economic well-being.

General School Information

Wolfreton is a large comprehensive school with over 1500 students on roll, including 200 in the Sixth Form. We are a successful school with a positive and engaged student body and a dedicated and talented staff.

The school is set in the attractive leafy suburbs of the East Riding of Yorkshire close to the Wolds and only seven miles from the market town of Beverley. The catchment area covers the pleasant residential districts of Willerby, Kirk Ella and Anlaby in the East Riding of Yorkshire. These are relatively affluent areas with good quality housing and access to varied leisure opportunities. Proximity to the M62 ensures easy access to the motorway network and other major cities in Yorkshire and beyond.

Historically Wolfreton was a split-site school, however in August 2016 we took possession of our new single site school. Having had the opportunity to work with the design team and construction company during the build period, many have had an input into the new school building and its facilities. This has ensured that the building really can deliver. Staff and students alike are now enjoying the benefits of high-quality accommodation, equipped with the latest technology and specialist facilities that are amongst the best in the region.

Wolfreton is a good and ambitious school. Having been graded in good in our Section 5 Inspection in all areas in 2013, this was endorsed again when they most recently inspected the school in October 2021. Motivated by our Vision and Values, we aspire for great things and continue to work to secure further improvements across the school. Staff are ambitious and students are too; Students are keen to work with staff and take advantage of the many opportunities they are offered.

At Wolfreton students and staff enjoy the benefits that being part of a large school affords them. Our school Houses ensure that all students are known as individuals and our faculties and support staff teams ensure that everyone is part of their own team, as well as being part of the School team and wider Trust.

Our students have access to a broad and balanced curriculum and specialist teaching ensures that engagement and progress can continue to increase for all. To deliver this the school maintains a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life.

The Sixth Form College is focussed on providing high quality teaching and care to secure the best achievement and outcomes for all. As a school, we have a long history of partnership working in this area, being a part of 'The Consortium Sixth Form', a long-standing and successful sixth form partnership with two other local schools who are now also part of The Consortium Academy Trust. Students are able to study at Wolfreton as well as having the option to study subjects at one of the other Consortium Sixth Forms. The Sixth Form has a dedicated suite of teaching rooms and facilities within the building, giving it a bespoke Sixth Form College feel in this area. Sixth Form students play a full roll in the life of the school, but equally will continue to enjoy the advantages of this dedicated provision.

Wolfreton teachers are known for their caring approach with all students and we are committed to providing strong and effective pastoral support. Our established House systems creates a smaller family feel in a large school. Each tutor group belongs to one of our five Houses, with tutors in this team led by a Head of Year who is a member of the teaching staff, and a non-teaching House Pastoral Manager. Heads of Year are committed to developing the ethos of their House. As well as recognising successes, they focus on student progress and lead valued opportunities to work collaboratively through inter-house competition and charity challenges across the House and the school.

As a school we firmly believe opportunities and experiences play a huge role in enabling young people to develop their skills and attributes beyond the classroom. The school prides itself on the wide range of extra-curricular opportunities offered to our students. Annually, students take part in over 250 teams, clubs, and events. Staff give a great amount of time to these and the students and school have achieved many accolades in the widest range of fields.

The school has a strong community ethos. We have built close links with employers and have developed links both nationally and internationally. We also support many charity initiatives and have good relationships with community partners.

Wolfeaton remains a popular choice for secondary education. Our annual intake of 270 students is taken mainly from five neighbouring primary schools, with whom we have excellent and close relationships. We are also committed to high quality induction and ongoing training and staff development.

The Consortium Academy Trust

In September 2017, Wolfeaton School and Sixth Form College, along with Cottingham Academy Trust and The Hessle Academy Community Trust founded a new multi academy trust, 'The Consortium Academy Trust'. The schools have a shared history of over 25 years of working together through our Consortium Sixth Form partnership. In September 2018, Howden School joined the Trust, shortly followed by Holderness School and Sixth Form and most recently Winifred Holtby School. Croxby Primary joined in October 2017 followed by Keyingham Primary.

The Trust has been developed in order to provide a platform to deliver high quality educational experiences for the children and young people within our local community, to enhance and improve their life chances and enable them to make substantial and sustained contributions to society. We will achieve this building a strong, regional offer that supports the educational aspirations of current and future generations while providing excellent careers opportunities for staff.

The Consortium School Trust:

- Promotes excellence for all learners
- Actively encourages shared working, adopting common approaches where it is in the best interests of learners
- Establishes robust and transparent systems of accountability

The Consortium Academy Trust (TCAT) currently comprises of five secondary schools, two primary schools and one through school with over 8000 learners and a 1300 strong team of staff.

Staff Development

A commitment to investing in our all of our people including through professional learning opportunities is a priority of both Wolfreton and of The Consortium Academy Trust. We know that, in order to deliver continued high-quality educational experiences for our young people, our staff need to be well-trained, dedicated, energised and happy. In addition, we expect everyone in our school to want to get better for the simple reason that we believe from students, to teachers, to support staff, to senior leaders, the motivation of continuous personal development is both beneficial and personally satisfying. To that end, our CPDL programme encourages staff to take responsibility for their own developmental priorities, fully supported by the SLT, Faculty Leaders and Support Staff Leaders.

As a school we recognise the value of investing in staff development and the impact this has on new and experienced teachers, aspirant and developing leaders and ultimately our young people and their experience in school. Our approach includes a wide range of opportunities to meet individuals' differing and developing interest, needs and aspirations.

The information here provides a brief overview of the school, please refer to our website www.wolfreton.co.uk for full information on all aspects of Wolfreton School and Sixth Form College



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Job Description

Job Title: Behaviour and Inclusion Officer

Pay Scale: NJC Scale 6 £20,043 FTE (£17,142)

Post Status: 37 hours per week
Term time only plus 5 additional training days

Reporting to: Assistant Headteacher

Core Purpose

- To support and encourage the school ethos, values and goals, policies and procedures by successfully ensuring students uphold the highest standards of behaviour in the Isolation Room.
- Create a learning environment in the isolation room in which students can access the curriculum through the lesson provision in the timetabled programme.
- To ensure classroom expectations can be maintained by providing on call response, as requested.
- To support students to reflect on their behaviour choices before returning to the classroom.

Duties and Responsibilities

- To support and encourage the school ethos, values and goals, policies and procedures by successfully ensuring students uphold the highest standards of behaviour in the Isolation Room.
- Create a learning environment in the isolation room in which students can access the curriculum through the lesson provision in the timetabled programme.
- To ensure classroom expectations can be maintained by providing on call response, as requested.
- To support students to reflect on their behaviour choices before returning to the classroom.
- Supervise students placed in the isolation room.
- Manage the learning and curriculum for isolated students ensuring good progress is made for each lesson.
- To track in detail, and maintain accurate and appropriate records of student learning, progress and behaviour and share these with appropriate stakeholders when required.
- To communicate with parents/carers following a period of isolation and keep them informed of barriers that might affect progress.
- Promote strategies to encourage and support positive attitudes to behaviour and provide information and advice to enable students to make positive choices about their own behaviour.
- Work in partnership with the wider pastoral team to develop restorative practices in an attempt to improve behaviour and relationships.

- To supervise and work with small groups of students in a classroom environment, Rushanje House (or other venue).
- Ensure students are provided with appropriate work, complete it to a high standard so that high expectations for students learning are maintained.
- Prepare materials to support learning when specific curriculum tasks are not available.
- To contribute as part of a team, to the provision of after-school activities/supervision.
- Work closely with the SENDCO, Pastoral Managers, Heads of Year, the Attendance Team and teaching staff on the effective management of students in the Isolation Room.
- To ensure that opportunities to celebrate progress, no matter how small, are in place and utilised.
- To supervise and engage students in learning and behaviour reflectional modification strategies in Rushanje House or at other venues as and when required.
- Undertake appropriate training related to safeguarding and pastoral care and ensure that the pastoral care and safeguarding of students are paramount.
- Contribute and, where appropriate, lead on matters of administration for isolated students.
- To ensure that the resources in the isolation room are maintained, take responsibility for laptops and recharging of these and ensuring sufficient resources are available at all times.
- Engage actively in support staff development reviews and professional development.
- To undertake supervision duties when required.
- To handle and process information with discretion and confidentiality ensuring that GDPR and Data Protection is adhered to at all times.
- Be an effective role model for the standards expected of students.
- Undertake additional duties and responsibilities commensurate to the role, as directed by the Headteacher and senior staff.
- To support the Fire / Evacuation Policy and Procedures by carrying out allocated duties and undertaking the role of Fire Sweeper when required.
- Engage actively in appraisal / support staff development reviews and professional development.
- Be an effective role model for the standards expected of students.
- Support duties as required.

General Information

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees.
- Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the GDPR. Confidentiality must be maintained at all times.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to challenging and supporting young people to meet high expectations in relation to behaviour and conduct
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of young people
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Consortium Academy Trust academies
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of The Consortium Academy Trust will be expected to comply with the Data Protection Act when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

Employee signature:			
Print Name:		Date:	



Person Specification

Job Title: Behaviour and Inclusion Officer

Category	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> GCSE Maths and English (A*-C) or equivalent Level 2 qualification Evidence of commitment to and willingness to participate in personal and professional development Excellent ICT skills Evidence of, or willingness to complete additional training, including First Aid and Team Teach 	<ul style="list-style-type: none"> Behaviour management training or CPD Certificate in Support/Learning 	<ul style="list-style-type: none"> Letter of application Application form
Experience and Knowledge	<ul style="list-style-type: none"> Experienced user of ICT systems and Microsoft Office packages Ability to effectively supervise young people Ability to work using own initiative in responding to challenging situations, remaining calm and resolving problems Experience of working with young people aged 11 – 16 and/or working with students with challenging behaviour Experience and awareness of behaviour modification techniques/strategies and understanding of welfare matters Ability to establish good professional relationships with students and colleagues A clear understanding of the factors which lead to education disaffection. Safeguarding awareness and training 	<ul style="list-style-type: none"> Experience of working in a school setting or education setting Understanding of an effective classroom environment 	<ul style="list-style-type: none"> Letter of application Interview References
Personal Attributes	<ul style="list-style-type: none"> Excellent interpersonal skills Display initiative, be positive and friendly The ability to create, develop and maintain positive working relationships, to work in a collaborative manner with internal and external stakeholders and to show initiative Commitment to own learning 	<ul style="list-style-type: none"> Willingness to contribute to and participate in continuous professional development Willingness to be involved in wider extra-curricular activities 	<ul style="list-style-type: none"> Letter of application Interview References

How to Apply

Thank you for taking time to read our Candidate Information Pack and we hope that you have gained a useful insight into our school.

Further information about the school can be found on the school website www.wolfreton.co.uk

Application Form

An application form can be downloaded from the school website. Within the personal statement please outline how your skills and experience equips you for this role.

Completed applications should be returned to recruitment@wolfreton.co.uk no later than 9.00am on Monday 15 August 2022.

Interviews

Dates for interviews are to be confirmed.